



INTERNATIONAL FOUNDATION CERTIFICATE
SAMPLE EXAMINATION PAPER
INFORMATION AND COMMUNICATION TECHNOLOGY

Instructions to candidates:

- a) **Time allowed: Three hours**
- b) **Answer any FIVE questions**
- c) **All questions carry equal marks.**

1. Explain the approach you would use in selecting and using storage devices safely
2. Explain how files and folders can be developed and edited by using the best available software packages and systems
3. Critically appraise the importance of information technology and explain how it can benefit business organisations
4. Describe the key factors you would consider in formatting texts and documents
5. Advise one of your friends on the benefits of mail merging and provide advice on the approach to use
6. Explain the main advantages and limitations of using graphs and charts in business presentations and proposals
7. Write notes on three of the following:
 - a) Sorting data
 - b) Filtering data
 - c) Organising the inbox
 - d) Editing slides
8. Explain the importance of information security and using safe passwords and summarise their importance to the effective operations of business organisations